

TO: ALL EXECUTIVE AGENCY DIRECTORS, GENERAL AND COMMISSIONERS

FROM: FELICIA GAVIN, DIRECTOR OF ADMINISTRATION

RE: CAPITAL FOR A DAY

DATE: DECEMBER 12, 2002

The Batesville Capital for a Day, December 18, will be held at the National Guard Armory, 630 Hwy 51 South. Enclosed are directions to the site. There will be a block of rooms reserved at the Hampton Inn instead of the Comfort Inn. Please e-mail me at fgavin@governor.state.ms.us by early Monday morning the number of rooms you will need and the names of the individuals requiring these rooms.

The Natchez Capital for a Day, December 30, will be held at the Natchez Convention Center, 211 Main Street.

Should you have any questions, please contact me at 359-3150. Thank you in advance for your cooperation.